

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
ADMINISTRATION BUILDING
127 EAST OAK STREET, ROOMS 1H & 1I, JUNEAU, WI 53039**

September 2, 2020

AMENDED MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Vice Chairman Hilbert at 8:01 a.m. with the following members present:
2. **ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:**

COMMITTEE MEMBERS PRESENT

Lisa Derr
Dan Hilbert
Karen Kuehl
Mary Ann Miller (via teleconference)

NON-COMMITTEE MEMBERS PRESENT

None

ABSENT: Larry Bischoff

ALSO PRESENT: Jim Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board of Supervisors Chairman; Ed Somers, Clearview Executive Director/Administrator; Lori Kurutz, Assistant Administrator; Jim Hill, Director of Environmental Services; Nicole Grossman, Director of Finance; Sarah Hinze, Dodge County Human Resource Director; Megan Firari, Human Resource Specialist; and Jill Soldner, Administrative Secretary.

3. **PUBLIC COMMENT:** None.
4. **APPROVAL OF MINUTES OF THE AUGUST 5, 2020 MEETING:** Motion made by Derr to approve the August 5, 2020 Health Facilities Minutes; seconded by Kuehl. Motion carried.
5. **VOLUNTARY AND INVOLUNTARY DISCHARGES:** There was one voluntary discharge (retirement) and zero involuntary discharges to report.
6. **CENSUS REPORTS:**

Clearview Brain Injury Center:	17 of 30
Clearview:	95 of 120
Clearview Behavioral Health 1/2/3/4:	32 of 40
ICF-IID (formerly FDD):	39 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	19 of 20

Statistics were reviewed with the Committee, comparing the August 2019 average monthly census, and then the February 2020 and the August 2020 average monthly census.

7. **ADMINISTRATOR'S REPORT:** PowerPoint presentations were given by Administrator Ed Somers, Assistant Administrator Lori Kurutz, Jim Hill, and Nicole Grossman.

- **2019 Consumer Information Report / McGrath Compensation Study ~ Ed Somers and Megan Firari:** Somers reported on Consumer Information Report summaries for 2019 regarding Clearview, Clearview Brain Injury Center ("CBIC"), and Clearview-FDD licenses were discussed, showing the ratio of staff (full and part-time RNs, LPNs, and C.N.A.s) to residents, as well as staff retention rates. Also discussed were the average number of citations for the Clearview facilities vs. ten other Dodge County homes, and the average number of citations for 369 Wisconsin homes.

Firari reported on self-scheduling on the CBIC household was done on a trial basis but staff decided they like the structure as it was. Self-scheduling on CBIC has been tabled for the time being.

Part-time benefits have been changed from .4 (working 14-15 hours a week) to .5 or .6, effective January 1, 2021. Part-time staff must work 20 hours a week in order to get benefits.

A comparison of countywide turnover rate vs. Clearview only turnover rate was given from 2017 through 2019.

Performance evaluations are performed annually but will be overhauled for 2021, having an outside company create new evaluations that are not as lengthy.

- **Quality Assurance Performance Improvement ("QAPI") Plan ~ Lori Kurutz:** Kurutz discussed what quality assurance and performance improvement is with regard to Clearview, as well as the number of falls per month, increased training on the households, the reduction of psychotropic medications and unnecessary medications on the dementia households, the safety of residents who elope or attempt to leave the building, the steps taken to improve the situations, and the results of the improvement plans.
- **Update: Siding Project Progress ~ Jim Hill:** Hill updated the Committee that the siding project is 100% replaced with two areas that need soffit and pillars replaced, which should be completed by September 11, 2020. Lifts will be taken away and clean-up will take place.
- **Financial Report ~ Nicole Grossman:**

Grossman provided a financial update of the Clearview budget as of July 31, 2020. The report was put together utilizing source documents as produced of the new Dodge County accounting system, Tyler Munis. It was outlined to the Committee that the report, indicating a net gain, is perhaps overstated. She reported that an additional CARES Act payment of \$184,000.00 was received on August 27, 2020, bringing the total to \$1,224,880.68 in CARES Act funding received.

Grossman provided a 2021 budget update. The budget is being built with the following assumptions: operating at a pre-COVID status, maintaining census goals, a vaccination becoming available, freeze on wages, anticipated increase in Medicaid payments of 1%, increase in Medicare payments of 2.2%, and building in funds for employee wellness.

Grossman provided an update on the Marsh County Health Alliance annual meeting that took place on August 24, 2020. Election of officers was held and the Inter-County Agreement was reviewed with the members. The following items were discussed:

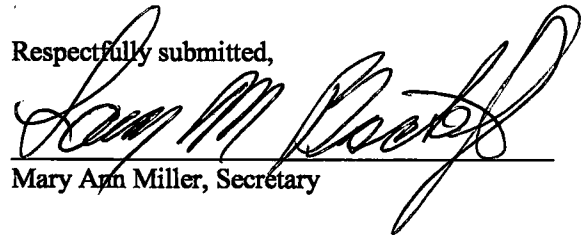
- Financial update
- Assumptions – census/COVID
- 2021 mirrors 2020
- Long range capital
- Comprehensive Annual Financial Report (“CAFR”)
 - 2018 – Clearview reported as governmental fund and restated as a proprietary fund in the supplemental information.
 - 2019 – Clearview reported as a proprietary fund with full accrual accounting.

Somers and Grossman provided an update on the Routes to Recovery items in which Clearview has received, ordered, and anticipates obtaining.

- **Update: COVID-19:** An update was given regarding testing for COVID-19. At the current time the State is not providing testing supplies to Clearview because there has been no positive residents and few staff. Staff has not tested since mid-July. The visitation policy is being amended to address indoor visitation in the Chapel once the weather does not allow outdoor visits. A letter will be going out to families updating them on the policy once in place. An update on Clearview’s Personal Protective Equipment (“PPE”) inventory as of September 1, 2020 was provided.
8. **CONSIDER, DISCUSS, AND TAKE ACTION ON RESOLUTION AUTHORIZING AN INCREASE TO CLEARVIEW SOFFIT AND SIDING REPLACEMENT PROJECT BUDGET:** A Resolution was reviewed by the Committee authorizing an increase Clearview’s soffit and siding replacement project budget. Motion by Kuehl to approve the Resolution as drafted; seconded by Derr. Motion carried. The Resolution will be submitted to the County Board of Supervisors at its September 22, 2020 meeting.
9. **NEXT MEETING DATE AND TIME:** *Wednesday, October 7, 2020, at 8:00 a.m.*, at the Administration Building, 127 East Oak Street, Rooms 1H and 1I, Juneau, Wisconsin.
10. **ADJOURN:** There being no further business to come before the Committee, Motion by the Vice Chair to adjourn. Motion carried. Meeting adjourned at 9:35 a.m.

Dated this 7th day of October, 2020.

Respectfully submitted,



Mary Ann Miller, Secretary